

First United Methodist Church Facility Use Policy & Guidelines

The building and equipment of First United Methodist Church exist solely for the primary purpose of being used by its members through organizations and ministries.

The priority of use shall be as follows:

1. Recognized groups within the church:
 - a. Church services (i.e., workshop services, Sunday school, bible study, adult, youth, or children education, choir/praise team rehearsal)
 - b. Regularly scheduled activities (i.e., Boy Scouts meetings, UMW meetings)
2. Church members:
 - a. Individual parties and special events (i.e., weddings, funerals, musicals, receptions)
3. Outside groups

Church and church-related meetings, functions, and activities have a higher priority in a request for space; outside groups can request space up to 12 months prior to the date of the event. It is to everyone's advantage to request space as early as possible. Building use fees are available in the following pages. The "Planning Your Wedding Guidelines at First United Methodist" pamphlet provides additional detailed information for planning a Christian wedding at First United Methodist Church.

A space use request form must be completed by all groups and submitted to the trustee chair, and a copy must be sent to the pastor **at least two weeks** in advance of the activity. However, submitting it earlier will increase the chances of space availability. In addition, an audio request form must be submitted two weeks in advance of the date of any event or activity in which any sound support (microphone/ CD player) is needed. If assistance is needed from our audio volunteer committee, the request should be made four weeks in advance.

The Trustee or representative will meet with the user or their representative when the reservation is made to review the church's usage conditions. The expectations and schedule of fees for building usage, janitorial service, and other financial commitments necessary for the event will be given to the user at the time of the reservation. All church activities are scheduled on the master church calendar once the request has been approved.

All outside groups to First United Methodist Church **MUST** have on file a Certificate of Liability and Property Damage insurance coverage naming First United Methodist as an additional insured prior to the date of the event to cover liability, property damage, or accidents that may occur on church property.

All persons attending programs are expected to be respectful of the property, maintain noise levels, and respect others in adjoining spaces. Our guidelines include:

Smoking, alcoholic beverages, illegal substances, and weapons are not permitted in the building *or* on the grounds of the church.

When children are in attendance, they must always be under the control of their parents or adults and are not permitted to roam freely on church property. For safety reasons, children ten years and under are not allowed in the kitchen. All children or youth activities shall always be supervised by a minimum of two (2) adults over the age of 21.

Users are expected to leave the building reasonably clean, and in the same condition, it was in prior to the event and must remove all items associated with their program immediately following the event. Furniture or equipment cannot be removed without the permission of the trustee chair of the designee to maintain the quality of the building's furniture and equipment to prevent damage. The user will be held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of the user's property.

Dining or the serving of food is limited to pre-approved designated areas and activities and programs are limited to the space that is assigned.

Programs in the Sanctuary that require the use of the sound system **must** have a church sound technician on duty. This service will be included in the usage fee.

The areas available for use are:

- Sanctuary
- Fellowship Hall
- Kitchen
- Classroom 1
- Classroom 2

Facility Fees Guidelines

All usage fees are to be paid to the Finance Committee Secretary. A security deposit of 100% of the usage fee is required by all non-members and member-sponsored events and must be paid no less than two weeks before the date of the usage. There is a 15% cancellation fee that is not refundable. The usage fee for non-members who are considered a "friend of the church" is 50% of those for non-members.

<u>Area/Service</u>	<u>Member Fee</u>	<u>Non-Member Fee</u>
Sanctuary	\$100	\$200
Fellowship Hall	\$50	\$100
Kitchen	\$25	\$50
Classroom 1	\$50	\$100
Classroom 2	\$50	\$100

Additional services:

Janitorial Services—The fee for janitorial services required outside of the normal cleaning schedule is \$60.00 for members and \$60.00 for non-members.

Audio/Visual Services—Fees for support of audio and visual systems are \$50 for up to two hours.

Room Use Guidelines

All groups and organizations affiliated with First United Methodist Church are welcome to use the facility. All inside and outside ministries and groups must follow the following guidelines to ensure the room is clean and ready for the next group.

1. Please ensure that all chairs and tables are returned to their standard seating configuration at the end of each room's use.
2. Please turn off all lights when your group is finished to save on unnecessary electrical use in the room and restrooms.
3. Be sure the A/C thermostats are set to unoccupied building settings of 80 degrees in the summer and 60 degrees in the winter.
4. All computers and coffee pots must be turned off when not in use.
5. No tape, tacks, nails, poster putty, or other materials should be used to attach anything to any wall or woodwork. If your group needs to hang anything like this, you must first consult with the church trustee for guidance.
6. Set Up and Clean Up:
 - a. The church's general policy is that all inside and outside groups clean up after room use.
 - b. You should attempt to leave the facility in the same condition that you found it. Manual sweepers are in the janitor's closet. Use them to sweep up crumbs or debris from the floor.
 - c. If you relocate furniture or equipment to your meeting room, please return the tables and chairs to their original location when you are done.
 - d. Additional room use fees will apply if the church custodian cleans or the group size requires an on-site trustee.
 - e. Please report any damage to any equipment or the facilities in the event any is observed.

Clean up includes the following:

- Sweep crumbs/ debris as appropriate.
- Place all trash in the container in the kitchen or trash bins outside for large amounts of food waste.
- Return tables and chairs to their original positions.
- Clean table/countertops.
- Remove all food you bring from the refrigerator and premises.
- Unplug and wash all coffee pots.
- Wash dishes and put them in their proper place.
- Check toilets (flush) and pick up trash from the floor.
- Wipe sinks if necessary.
- Launder and return dish towels.
- Turn off lights, close doors (make arrangements to lock doors), and turn off any fans or electrical equipment you have used.

7. The use of the building includes tables and chairs, but these items must be arranged specifically and in advance and returned to their original places.
8. Equipment (audio/visual, sound, musical instruments, etc.), kitchen supplies, and office supplies are *not included and may not* be used without special arrangements.
9. Other Important guidelines and policies:
 - a. No alcoholic beverages are allowed on the premises.
 - b. No food or beverages are allowed in the sanctuary without prior approval.
 - c. Minors must always be under adequate adult supervision.
 - d. No animals of any kind are permitted without prior written permission.
10. Alarms and Emergencies
 - a. First aid kits are located in the overflow area on the wall near the ramp into Sanctuary and in the kitchen above the hand-washing sink.
 - b. Triggering false burglar alarms will generate fines from the City of College Station starting at \$50.00